



**Transfer / Promotional Opportunity**  
**ENGINEERING DRAFTING TECHNICIAN V**  
*(DPW – Infrastructure Services Division)*

**PURPOSE:** Lead position in the Sewer Drafting area of the Environmental Engineering Section. Responsible for monitoring the work progress of Engineering Drafting Technicians and checking the engineering plans prepared by Engineering Drafting Technicians per Environmental Engineering drafting standards.

**ESSENTIAL FUNCTIONS:**

- Responsible for the accuracy of sewer engineering plans for: drafting representation and placement of all existing utilities, plotting of furnished survey information and such existing information as may be encountered in line with sewer work.
- Under the direction of the Management Civil Engineer, is responsible for work assignments to the Engineering Drafting Technicians.
- Monitor the work of the Engineering Drafting Technicians who are engaged in the preparation of detailed sewer plans, easement drawings, public hearing plans, and updating the sewer inventory and record system.
- Train new Engineering Drafting Technicians in the drafting standards of the Environmental Engineering section.
- Provide information to plumbers, real estate firms, developers and citizens over the counter or via telephone communications.
- Place orders and prepares payments for commodities and services for the Environmental Engineering Section.
- Perform section pro-card purchases and monitors O&M accounts.
- Determine deferred sewer changes and prepare "round robin" records.
- Administer the network file management system under the direction of the Management Civil Engineer.
- Oversee the preparation of the sewer Capital Improvement Program using Microstation software and other methods.
- Maintain maps and records as required including the administration of the network file management system.
- Other duties and responsibilities as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**MINIMUM REQUIREMENTS:**

1. Current status and at least three months as a regularly appointed City of Milwaukee employee.
2. **Five** years of experience in drafting, office, and field engineering performing duties related to the essential functions above **INCLUDING** at least **one** year as an Engineering Drafting Technician IV or a Drafting Technician IV.

**NOTE:** College level engineering courses from a school accredited by ABET for which an average grade equivalent of "C" or better was earned may be substituted for up to a maximum of three years of the required experience on the basis of five credits = three months of experience. **IF SUBSTITUTION IS TO BE MADE, TRANSCRIPTS OR GRADE REPORTS MUST ACCOMPANY THE APPLICATION (Copies of transcripts are acceptable).**

\*\*\* Regardless of **any** substitution noted above, all candidates must have at least one year of experience as an Engineering Drafting Technician IV or Drafting Technician IV. \*\*\*

## ***Engineering Drafting Technician V***

3. Valid driver's license at time of appointment and throughout employment.

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with others.
- Ability to read and understand sewer surveys and plans.
- Ability to effectively plan and schedule work and meet deadlines.
- Ability to assign and monitor the work of Engineering Drafting Technicians.
- Ability to train Engineering Drafting Technicians in engineering standards.
- Skilled in mathematics and drafting.
- Proficiency in Microstation.
- Knowledge of the network file management system.

**THE CURRENT PAY RANGE (PR 3Q) IS:** \$ 51,594.92 to \$ 66,378.52 annually.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be *transferred and/or promoted* to the position.

### **APPLICATION PROCEDURE:**

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- ***Applications should be returned to: Mr. Martin Aquino, Environmental Manager, DPW-Infrastructure Services Division, Frank P. Zeidler Building, 841 N Broadway, Room 820 by March 23, 2012. Receipt of applications may be discontinued any time after that date.***